



**CSUS PROCUREMENT CARD PROGRAM**  
PARTICIPANT APPROVING OFFICIAL UPDATE FORM

The Approving Official will be responsible for reviewing and approving all transactions on-line, via CMS.

The Cardholder will be responsible for making direct contact with vendors to order commodities using the Procurement Card, ensuring direct delivery to his/her office. Cardholders will reconcile all Procurement Card purchases on-line, via CMS. The statement, with all original receipts/invoices, is sent to Accounts Payable (6004).

Please return completed form to Procurement and Contract Services (6008).

For further information, reference the Procurement Card Procedure Manual

<http://www.csus.edu/proc/ProcurementCardProgram.htm>

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**CHANGE OF APPROVING OFFICIAL:**

Division or College: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Ext.: \_\_\_\_\_

Per Transaction Limit: \$ \_\_\_\_\_ .00      30-Day Limit: \$ \_\_\_\_\_ .00

Cardholder e-mail address: \_\_\_\_\_

CCR Speedtype: \_\_\_\_\_ Account: \_\_\_\_\_

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**Cardholder:** \_\_\_\_\_  
PLEASE PRINT

**Cardholder Signature:** \_\_\_\_\_

**New Approving Official:** \_\_\_\_\_  
PLEASE PRINT

**New Approving Official Signature:** \_\_\_\_\_

**Old Approving Official:** \_\_\_\_\_  
PLEASE PRINT

**Old Approving Official Signature:** \_\_\_\_\_

By signing this request form, the Approving Official agrees to the terms and conditions set forth in the Procurement Card Procedure Manual.